1. Open the Play Store or App Store on your mobile device. Search for "Microsoft Authenticator". Select "Install". Here is the logo for the application that needs to be installed.

2. **On a separate device other than your mobile device (i.e., laptop, desktop, tablet, etc.), make sure you aren't signed-in to your account in any web browser and have no web browsers open.** Navigate to the webpage of https://outlook.office365.com and sign-in with your Lakeland credentials.
3. When logging in, it will state that more information is required. Select Next.
4. Once you are on this page, select the dropdown menu where it currently says Authentication Phone.

LAKELAND
UNIVERSITY

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Authentication phone ▾

Select your country or region ▾

Method
○ Send me a code by text message
◉ Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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5. Select Mobile App from the dropdown menu and select Use verification code. Then select Set up.

6. On your mobile device, go to the Microsoft Authenticator app and open it. Select Agree. Select Add Account. Choose work or school account. Allow permission to the camera if your mobile device prompts you for permission. Scan the QR code that is on your computer screen. This will then add your account to the Microsoft Authenticator app.

**** If you have an account setup already in the Microsoft Authenticator App, follow these instructions.

Select the 3 vertical dots in the upper right-hand corner of the screen. Select Add Account. Select Work or School Account. Scan the QR code that is on your computer screen. This will then add your account to the Microsoft Authenticator app.

7. On your computer, click Next. Click on Next again.

8. It will ask you for a verification code now. Open the Microsoft Authenticator app on your phone and select your account. Enter in the one-time password code then select Verify.

9. On the next page, you may have to select your country or region (i.e. United States). Enter in your phone number if there is no phone number in there already then select Next. Then select Done.